

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **LEGAL ASSISTANT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of legal clerical and administrative support duties for the City Prosecutor's office; and to provide information and assistance to the public.

### **Supervision Received and Exercised:**

Receives direct supervision from the Management Assistant I for the City Attorney's Office, or general supervision from other management or professional staff.

May exercise functional and technical supervision over Administrative Assistant I's and part-time staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Process Motor Vehicle Division (MVD) and police department reports; order certified copies of MVD reports and notices of suspension from MVD.
- Redact all victim information in compliance with the Victim's Rights Laws on all reports.
- Order copies of prior orders of protection, records from prior cases from Superior Court, and records of prior convictions through gathering police reports from other jurisdictions.
- Process discovery requests including the preparation of disclosure statements and lists of witnesses and exhibits.
- Process Motion to Continue, Motions to Dismiss, Allegations of Priors, Petitions to Revoke Probation, and other miscellaneous pleadings.

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Legal Assistant (continued)

- Process long form complaint procedures including logging in police reports, complying with Victim Rights and new domestic violence issues, and notifying detectives of approvals and denials of each complaint.
- Process subpoenas issued for hearing and any reissues depending on any requests for continuance
- Process appeals in Appellate Court.
- Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- May act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures, regulations, systems, and precedents relating to area of assignment; issue, receive, and process various applications, permits, and other forms; screen mail and telephone calls and respond to and resolve routine complaints and issues; refer remaining issues to appropriate department personnel.
- Perform related duties as assigned.

**When assigned as the Arraignment Specialist:**

- Conduct criminal history background checks.
- Conduct Motor Vehicle Department record checks.
- Obtain daily arraignment list, ensure report is complete, and collect missing material.
- Separate victim cases for victim notification prior to court proceedings.
- Check court schedule for new defendants added to court schedule and gather appropriate records.
- Follow-up on requests from prosecutors during arraignments for any defendants who are added to calendar. Follow-up on additional criminal history information, including criminal histories from Arizona and other states, driving histories from Arizona or from other states, whether a defendant is in custody or has been released, results of court proceedings around the state or country, trial dates in other courts, and requests for certified documents.

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- Respond to calls from other agencies for previous defendant convictions or diversion information.
- Order police reports; contact police officers with questions regarding reports;
- Update database on status of cases; research related cases; track files and case status.
- Process incoming, arraignment-related mail; print calendars from Court database.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of responsible clerical or secretarial experience, preferably in a Legal office. For the Arraignment Specialist assignment, previous arraignment experience is highly desirable.

**Training:**

Equivalent to completion of the twelfth grade supplemented by specialized administrative course work in general office and business practices. Associate's Degree is preferred.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 1363**

**Salary Range: 16**

**Compensation Plan: P40 / Regular**

**FLSA: Non-Exempt**